

INSTRUCTIONS / PROPOSAL FORMAT: ERG Program B

FORMAT: The educational research grant program is intended to mirror and build on the CVM's current intramural research program. For example, requirements regarding font, spacing, and margins are identical. See [General Guidelines](#) on the Intramural Research Proposals document/instructions posted online on the CVM internal web.

ELECTRONIC SUBMISSION OF PROPOSAL:

- **Deadline for Applications:** **June 10, 2019, 5:00 pm PDT**
- **Announcement of Awards:** June 30, 2019 (no later than)
- **Funding period.** Funds are available July 1, 2019 to June 30, 2020
- **Submit:**
 - Electronic Copy of the Application to Rachel Halsey, Program Coordinator (r.halsey@wsu.edu) – CVM Teaching Academy
 - CC copy to the Director of the CVM Teaching Academy (sahines@wsu.edu)
 - Submission electronically signals that you agree to the conditions of the faculty funding award. Include all co-investigators, collaborators, your chair and academic director, in the email communication.
 - NOTE:** In lieu of a signature, your chair and academic director should send Dr. Halsey a very brief email letter of support as their endorsement of the project.

Section 1: COVER SHEET with ABSTRACT (1 page - see appended modifiable form.)

Section 2: RESEARCH PLAN – should not exceed 9 pages total.

Recommended (approximate) page length for each section in parentheses below:

The CVM will fund only well designed and well written educational research proposals. Investigators are expected to carefully delineate an evidenced-based research plan with measurable and/or reportable outcomes, and to present a clear compelling rationale for why the proposed research should be funded. If you have questions or need help/advice, please contact Rachel Halsey or Steve Hines

A. Specific Aims: (0.5 page)

Provide a clear, concise, complete, and logically arranged statement of the hypothesis or question(s) to be asked - and the specific aims/objectives of the research.

B. Rationale: background, significance, and potential impact **(1-2 pages)**

Provide a summary of pertinent previous research with emphasis on its relationship to the proposed research. The significance of the research, including its potential impact, should be addressed. Citations should be by number in the text and the references should be presented as a numbered list in the "literature cited" section, in order of citation.

The most common proposal weakness, and the reason proposals were often not funded in past years, has been an inadequate description of the research plan – including proposed methods of data analysis. Unfunded proposals are often long on background and rationale, but lacking detail regarding the actual work. Investigators sometimes seem to think it more important to explain WHY their proposed work is important rather than carefully describing their methods, why those methods were chosen, the data that will be collected, and how that data will be analyzed and ultimately interpreted. Similarly, investigators sometimes devote too much text to describing their current/previous research. These proposal writing approaches make reviewing a proposal difficult, and often result in unfunded requests. Please other common problems listed below.

C. Current Research and Preliminary Data: IF applicable: (1-2 pages)

Describe the relevance of the proposed research to ongoing research at this and other institutions. It is useful to show how the work proposed fits into the overall research goals of the investigator(s), how the principal investigator's long-term program of research will be developed, the likelihood of attracting extramural funding, and how the research will promote the mission of the college (or colleges) by providing a unique scholarly contribution. Also, if the applicant or collaborators have any preliminary data relevant to the proposed research, this should be presented and discussed here.

D. Project Plan: (Research Design and Methods) (3-5 pages)

Outline the essential working plans and methods to be used in attaining each of the stated objectives. Your plan should provide sufficient detail to allow it to be effectively assessed. Procedures should correspond to the objectives and follow the same order. Procedures should include items such as the sampling plan, experimental design, analyses anticipated (including statistical analyses), and a discussion of the expected results and how they would be interpreted in view of the specific aims and/or hypotheses (or research questions) guiding the research.

E. Pitfalls / Potential Problems: (.5-1 page) The PI should explicitly identify and address potential problems in the plan, as well as alternative outcomes and their meaning. “No problems are anticipated” is rarely an appropriate response.

FYI: Some common problems with previous/unfunded proposals:

- *Unnecessarily lengthy and repetitive rationale/background*
- *Insufficiently detailed design/experimental plan that made it difficult for reviewers to understand exactly what was proposed. These proposals tend to be reviewed poorly. Proposal length has been increased to allow investigators more pages to communicate their research plan.*
- *Some proposals did not stand alone well. The reviewers should not need prior knowledge to assess (e.g. previous familiarity with a learning inventory survey that was not provided).*
- *Weak data analysis and/or no statistical consultation plan*
- *PI's did not address potential problems / anticipated pitfalls*
- *PI's did not address what specific need (role) was being addressed by collaborators. This is especially important when requesting additional funds, as with a COE collaboration.*

- *Proposals are big and deemed overly ambitious for the funding available, the short funding period, time commitment required, and/or the personnel involved. If your proposal is part of a larger plan/proposal, be careful to break down your goals/research plan for the year and to explain how this year's work fits into your overall plan.*

Section 3: (1-3 pages, do not count against the 9 page Research Plan limit)

- A. Timeline for project completion:** Include a brief research timetable that shows all important research phases as a function of time. Be specific. The PI should very briefly indicate what they expect will be realistic progress/achievements at the end of the funding year. “Realistic” is the key. For example, there commonly seems a mismatch between stated plan and reality. Remember that these are relatively small grants, 1 year is a short amount of time, and people (including you) are busy. Historically CVM ERG proposals are often viewed as overly ambitious, thus calling into question the likelihood of success. The review committee prefers to recommend funding for proposals that are well-designed, focused, and achievable. As noted above, there is no expectation that a manuscript is written and submitted at the end of the funding year, but ideally the data should be mostly or completely collected. For multiyear proposals, the achievable goals for the funding year should be clear and the PI should explain how the 1 year plan fits into the overall multiyear plan.
- B. Publication strategy:** Provide a detailed plan for how a manuscript or manuscripts will be developed and submitted. Include timelines, likely co-authors, and target journal. Describe additional plans for scholarly dissemination, including proposed presentation venues
- C. Plans for submission of an extramural or continuation proposal?** If you have plans for submission of an extramural or intramural continuation proposal, please explain those plans as explicitly as possible. ERG Program B grants are not expected to lead to an extramural proposal, but a well-developed plan for extramural funding will be viewed favorably. With extramural plans, be sure to include likely funding agency/sources and timeline for submission.
- D. Revisions:** If your proposal is a revision of a previously unfunded proposal OR a response to an intra-cycle request for revision, please include an additional 1-3 page (max) cover section that highlights your changes and addresses previous reviewer comments.

Section 4: Appendices (do not count against the 7 page limit)

- I. **Bibliography:** (Literature Cited) Citations should be by number in the text. The references should be presented here as a numbered list, in order of citation.
- II. **Budget summary:** See example appended. Present the budget in simple table form - with justification for each budget item (1-2 pages maximum). Beneath budget table, the investigator should clearly explain how all requested funds will be expended – i.e., briefly justify how each proposed expenditure contributes to the project goals. Indicate the role and approximate time commitment (%) of all personnel on the project – including co-investigators. See last page for more details on allowed expenditures, including faculty salary, graduate student support, and support of time-slip students.

- III. Biographical Sketch: Use the NIH Bio form or a similar format (2 page limit). Include separate 2 page biographies for the primary investigator and each co-investigators or key collaborator.
- IV. Key Personnel: (≤ 1 page) Briefly, but explicitly, address how collaborations are being utilized/leveraged. What specific expertise and/or experience does each co-investigator or collaborator bring that strengthens the proposal? (e.g. survey design, statistical analysis, etc.)
- V. Current and Pending Research Support: Use a simple format to indicate funding agency/source, title of grant, funding period, total costs, PI, and your role (if not PI). Briefly list specific aims for each grant and indicate if there is any overlap or connection to the current proposal. Separate extramural versus intramural support by using two sub-headings. If it is relevant and strengthens the proposal, include C&P support information on co-investigators and listed collaborators.
- VI. Funding Record: List all support received from CVM funds in the past 5 years, including previous ERG funding. Include specific information on manuscripts and extramural applications resulting from each CVM award. This applies to the Principal Investigator only.
- VII. Progress Report: Principal Investigators who currently have internal CVM support must provide an up-to-date Progress Report of no more than 2-3 pages. This is critical for any renewal requests. The report should include:
 - progress to date, including a brief discussion of any problems that may have arisen and expected progress for the remainder of the grant funding period;
 - clear identification/explanation of any proposed changes in experimental design and the reasoning for those changes;
 - a brief description of all associated scholarly presentations or posters in the past year – whether presented locally (at WSU) or externally; and
 - a financial summary that documents how previous funds were used.
 - Plans for preparation and submission of a peer reviewed manuscript or extramural proposal should be described in the Project Plan (see above).
- VIII. Consultant Letters: If consultants (or other service providers) are used, provide copies of letters in which they document their agreement to provide their services.
- IX. Survey instruments, Inventories, etc.: If your proposal utilizes a survey or other assessment instrument, attach a copy in this part of the appendices. A link is also acceptable, especially for large inventories.

For more information, go to the ERG web page on the CVM Teaching Academy's internal web site. <http://www.vetmed.wsu.edu/innovative-education/teaching-academy/programs/educational-research-grant-intramural-program>

There you will find

- **Proposal format / instructions**
- **Review criteria / Score sheet**

Conditions the faculty member must agree to in accepting an ERG Award:

1. Prior to initiation of the project, obtain all appropriate institutional approval - including IRB approval for human subject use and IAACUC approval for any intended animal use.
2. Prior to receiving funding, write a Thank You letter to donor(s) who is/are supporting grant (if applicable)
3. Present outcomes or preliminary results to the CVM (e.g., through a publicized CVM Teaching Academy function) - prior to the end of the funding year or (if a renewal is not being requested) no later than **December 31, 2020** (\leq 6 months after the end of the fiscal year and funding period).
4. Submit manuscript for peer-reviewed publication – ideally, within one year after project completion or end of funding, whichever is sooner.
5. Present results of research at a national or regional conference - within one year after project completion or end of funding, whichever is sooner.
6. Upon request, submit a 1-3 page final report (along with a copy of the original proposal) to the Director of the Teaching Academy and ERG Review Committee - within 2 months after the completion of the project or end of funding period, whichever is sooner– e.g. **August 31, 2020**. *The final report will include (A) Outcomes and deliverables, (B) Brief budget summary that provides a concise overview of how funds were expended, (C) Progress/plans for publication and presentation, (D) Progress/ plans for submission of an extramural proposal (if applicable), and (E) A brief reflective statement on the project and the investigator’s perceived value of the grant/experience.*
7. For larger ERG Program A grants, submit an extramural funding proposal - within 2 years after end of funding period.
8. The college expects faculty to adhere to the proposed budget. Minor deviations can be dealt with at the department level (e.g., more money into time-slip support). Any revision to the salary or equipment lines to the budget must be approved by the Director of the Teaching Academy and a CVM fiscal officer (Michelle Martinez).
9. All funds must be expended by the end of the fiscal year/funding cycle (June 30). Remaining funds return to the Dean’s Office for future funding awards.
10. All of the above criteria must be met in order to be eligible for a future funding award.

College of Veterinary Medicine

2019-2020 Educational Research Grant Proposal - Cover Sheet

Submit Cover Sheet, Proposal, and Appendices (as a single electronic document)
on or before **June 10, 2019**, to Rachel Halsey and Stephen Hines

Title of Proposal:

Principal Investigator(s):

e-mail(s):

Department:

Phone:

Co-investigators and affiliation: (department, college, etc.)

-
-

Total Amount Requested: (\$)

Nature of proposal: Check all that apply

- 1 year stand-alone proposal
- Multi-year proposal: Year ____ of ____ years (e.g. 1 of 3)
- Designed to generate preliminary data for an extramural proposal
- Other (please explain) *e.g. "perhaps" part of a multi-year proposal*

Acceptance of Conditions: Submission of this proposal electronically signals that I (we) agree to adhere to the conditions for accepting a College of Veterinary Medicine Educational Research Grant award as outline in the call for proposals.

.....
BRIEF SUMMARY OF PROPOSED PROJECT (400 words maximum):

BUDGET (limited to 2 pages)

You may modify table as needed to clearly delineate proposed expenditures

	Description	Amount
Salaries *		
Wages		
Goods & Services		
Travel		
Benefits		
Equipment		
TOTAL		

* e.g. Faculty salaries – only for CVM faculty and collaborators with 9 month or <1.0 FTE appointments

Budget Narrative (Justification)

Indicate ROLE and approximate time commitment (%) for all personnel on project

ALLOWABLE EXPENDITURES AND CONDITIONS:

Each faculty member is limited to one grant application per year as PI or Co-PI, but may be Co-investigator on multiple proposals. Please see RFP for notes on goals and eligibility. Notable, first priority will be to fund multiple faculty members before funding a single faculty member multiple times.

Research Awards can be used to support:

- Development costs to design assessment instruments, surveys, etc.
- Data analysis consultants or transcription of data
- Personnel:
These funds must be well justified, including a clear explanation of the expertise, experience and/or effort that the supported individual brings to the grant.
 - Time-slip wages to help collect or analyze data
 - Faculty salary – for CVM faculty or WSU collaborators with 9 month or <1.0 FTE appointments only.
- Supplies and equipment
Requests for computers or other electronic equipment must be very clearly justified as essential to the project. These funds are not intended to purchase equipment that should be provided by the department, school, or college.
- Books/reference materials/testing materials used in research
- Stipends for research subjects if applicable
- Other research costs, including publication costs
- Travel for research purposes, e.g., travel to collect data

More specifics:

- Support of graduate student research is **not** eligible for these funds. (We hope to develop a future separate/parallel program for this purpose.)
- Support for travel to conferences is **not** eligible for these funds. (Active CVM Teaching Academy members may apply for TA Travel Grants for this purpose.)
- You must have the endorsement of your department chair/unit director.
- Any proposal that includes compensation (summer salary, wages for hourly help, etc.) must include budget for fringe benefits that fits within the award limits above. If you need assistance estimating benefits, please contact your departmental fiscal officer or consult with the CVM fiscal office.